



## PROFESSIONAL SUMMARY

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Skilled team player with a strong background in technological environments. Works well independently to handle assignments and is always ready to go beyond basic assignments. Quick learner with good computer abilities. Hardworking computer systems analyst focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success.

## SKILLS

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- Teacher Support and Team Development
- Organizing and Distributing Materials and Lesson Planning and Preparation
- Proficient in using Microsoft Office Suite and Google Drive
- Experience with database and data-entry software
- Outstanding written and oral communication abilities
- Creating a Safe Learning Environment
- Facilitating Online Learning and Educational Settings
- Creative thinking
- Multitasking and prioritizing tasks to meet deadlines

## EXPERIENCE

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**GRADER, Student Assistant, JAVA, San Jose State University,** Aug 2021 - Current, San Jose, CA

- Helped to explain assignments and test instructions to boost student comprehension
- Attended staff meetings and served on committees
- Communicated with student graders about the issue during the grading process
- Commented on each student's work for improvements
- Interacting with students via email, addressing any questions or concerns

**LAB INSTRUCTOR, COMPUTER SCIENCE, San Jose State University,** Jan 2021 - May 2021, San Jose, CA

- Gathered information and requirements and explored best practices for students
- Initiated, facilitated and moderate classroom discussions
- Prepared and delivered lectured to undergraduate and on topics such as programming and data structures
- Evaluated and grade students' laboratory works
- Maintained student attendance records

- Helped student works 8 hours a week
- Expected graduation May 2024

**BUS4 112 - Database Management Systems, San Jose State University, Aug 2021 - Dec 2021**

- School management system database project: Design the database backend which involves classifying data and identifying interrelationships.
- Then directly involved in building the database by SQL language. Input data and support other teams in testing.

**Bus4 92: Business Programming, San Jose State University, Aug 2022 - Current, CA**

- Collaborate with a team to design and create utilizing online technologies and the core language, Python.
- Developing an all-GUI interface for the team application and using pandas to read a CSV into your team's application and display the data from pandas.
- Implement the Sort algorithm in python for DB data then convert to the CSV format.

## EDUCATION

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BACHELOR OF ADMINISTRATION, MANAGEMENT INFORMATION SYSTEM May 2024

**San Jose State University** - San Jose, CA, United States

- GPA: 3.87
- Dean's List Honoree

MINOR DEGREE, COMPUTER SCIENCE May 2024

**San Jose State University** - San Jose, CA, United States

President's Scholar at San Jose State University

## LANGUAGES

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**English**, Bilingual

**Vietnamese**, Native